

The Source



News for Small, Minority, Women and Disadvantaged Business Enterprises

Volume 8, Number 3

July - September 2003

EXPO 2003

HOUSTON, TX. --- The Houston Minority Business Council is gearing up to host EXPO 2003 on Thursday, September 25th, at the George R. Brown Convention Center. This one-day event, the largest minority business opportunity fair in the state of Texas, provides minority business owners with direct access to decision makers from corporations and governmental agencies to discuss potential contracting opportunities. Hosted in conjunction with the City of Houston, this year's EXPO is expected to attract nearly 250 major corporations and government agencies along with more than 1,000 minority-owned enterprises. Statistics from previous EXPOs indicate that at least two-thirds of the minority-owned businesses have reported obtaining contracts within eight months of the event.

"EXPO brings together those in our corporate and government community who support the development and growth of minority-owned businesses---not just with the words, but with action that translates to business opportunities," explained Richard Huebner, HMBC executive director.

A pre-event reception, hosted by minority business enterprises who are members of HMBC, will be held on Wednesday evening, September 24th, at the Grand Room, 1521 Austin from 5:30 to 8:30 p.m.

HMBC, which is one of 38 regional purchasing councils within the National Minority Supplier Development Council, was named *Council of the Year* for its outstanding efforts to expand procurement and business opportunities for minority-owned enterprises in the greater Houston area.

"We are genuinely committed to promoting, supporting, and facilitating business opportunities that foster minority-business growth in our community," Huebner said. "And, we are encouraged that the corporations and government agencies are joining us to fulfill our goals even in tough economic times."

Corporations, government agencies, and minority-owned businesses that would like to participate in EXPO 2003 may contact HMBC at 713.271.7805.

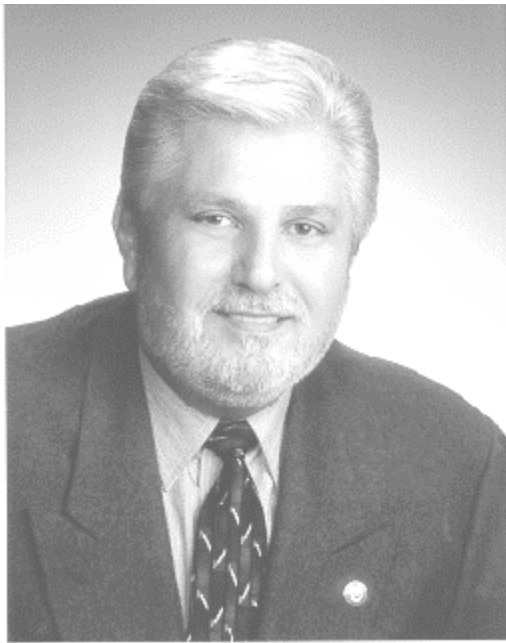
"Fundamentals of Small Business Management" Training Series

The Affirmative Action and Contract Compliance Division and Kellogg Brown & Root (KBR), a Halliburton Company, will host an eight session training series on the "Fundamentals of Small Business Management." Additional sponsors for the event include: CH2M Hill, the Port of Houston Authority, the Houston Minority Business Council, the Women's Business Enterprise Alliance, and the Houston Small Business Development Corporation (HSBDC). Representatives from KBR, CH2M Hill, the IRS, Kitba, the HSBDC, and MWBenetwork.com are scheduled to conduct presentations during the training series. Classes will be held on Thursday evenings, beginning on July 31st at the KBR Facility at 4100 Clinton in Building 4, Meeting Room A. The first seven sessions will be from 5:30 p.m. to 7:30 p.m. The final session, which will include a graduation ceremony and a networking event, will be from 5:30 p.m. to 8:30 p.m.

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From the Director

The Affirmative Action and Contract Compliance Office is offering several training opportunities for small business owners during July, August, and September. Hopefully, you will be able to take advantage of some of these learning opportunities.

On July 25th, August 8th, and September 22nd, our office is offering for the first time the "Sales Enhancement Work Sessions" training program that is designed to develop skills to enhance the sales of small businesses. The program will offer three work sessions.

On July 31st, our office will be working with KBR to host the "Fundamentals of Small Business Management" training series. This new series consists of eight sessions that will provide small business owners with technical and managerial skills.

On September 24th, the Contract Compliance Section of our office will present the workshop, "Contract Compliance Requirements: Understanding Your Role." Topics to be discussed include certified payrolls, M/W/DBE compliance, overtime/fringe benefits, related forms, and payroll exercises.

Please check out this edition of *The Source* for details regarding these programs. If you have any questions regarding these programs, please call us at 713.837.9000.

John J. de León

News Briefs

Affirmative Action Director Receives SBA District 2003 Minority Advocate of the Year Award

John J. de León, Director of the Affirmative Action and Contract Compliance Division, was recently selected as the SBA District 2003 Minority Advocate of the Year. Thomas M. Sullivan, Chief Counsel for Advocacy of the U.S. Small Business Administration in Washington D.C., made the announcement.

The Small Business Administration is celebrating its 50th Anniversary and the theme is "Empowering America's Entrepreneurs for Over 50 Years." John J. de León's selection was based on the following criteria: hard work, innovative ideas and dedication to his community. He received the prestigious award at the award luncheon/ceremonies held at The Power Center located at 12401 South Post Oak Road at South Main, on May 8, 2003.

Contract Compliance Workshop

On September 24, 2003, the Contract Compliance Section of the Affirmative Action and Contract Compliance Division will present the workshop "Contract Compliance Requirements: Understanding Your Role." Representatives from the Division will discuss certified payrolls, M/W/DBE compliance, overtime/fringe benefits, related forms, and payroll exercises. The workshop will enhance the participants' knowledge of contract compliance requirements. The program will be held from 9:00 a.m. to 12:00 noon at 611 Walker on the 20th floor. For more information, contact Bernard Porter at 713-837-9000.

Affirmative Action Director is Keynote Speaker for Rogers Elementary's Cinco de Mayo Program

On May 5, 2003, John J. de León, Director of the Affirmative Action and Contract Compliance Division, was the keynote speaker for the Cinco de Mayo program at Will Rogers Elementary School. The 5th of May heritage celebration was for the students, faculty, staff, and parents. Cheryl Wolfe, Magnet Coordinator at Rogers Elementary, selected de León because of his heritage, his outstanding career background, and his wisdom of our world. He encouraged the students to use their cultural diversity to make something historic out of their life.

Sales Enhancement Work Sessions

The Mayor's Office of Affirmative Action and Contract Compliance is pleased to announce a new training program that will focus on developing skills for enhancing the sales of small businesses. The program will involve three work sessions. These three sessions will be taught in a building block style and the participants are encouraged to bring real life sales situations to the sessions. The format will be facilitated sessions with table group activities and sales skills reinforcement. Sales account managers, sales managers, company owners, and anyone contributing to the company sales efforts should attend. Sales teams are encouraged to attend together for maximum synergy.

Ron Prince will be conducting the work sessions. Prince specializes in executive training and development, and is known as an expert in the areas of sales, leadership, team building, motivation, and development of interpersonal skills for senior leaders. He has trained hundreds of professionals and is a member of the National Speaker's Association, American Society of Trainers and Developers, and a Certified Professional Sales Person (CPSP) of the National Association of Sales Professionals.

The three work sessions will be held on Friday, July 25; Friday, August 8th; and Monday, September 22nd in the Julia Ideson Library's Reception Court (3rd floor) at 500 McKinney. All sessions will be from 9:30 a.m. until 1:00 p.m.. There is no charge to attend the work sessions. Topics for the sessions are listed below:

Session 1 - Friday, July 25 th :	Prospecting in the Gold Mine Best Customer Profile Managing a Sales Funnel
Session 2 - Friday, August 8 th :	The 30 Second Commercial Questioning Techniques and Planning the Call Listening Skills that Win
Session 3 - Monday, September 22 nd :	Understanding the Sales Cycle Responding to the Buyer's Prime Motivation Presenting to the Decision Maker's Decision Making Style Professionally Closing Sales

For more information or to register for the work sessions, please call the Affirmative Action and Contract Compliance Division at 713.837.9043 or fill out the registration form on the insert page of this edition of *The Source* and fax it to the Affirmative Action Division at 713.837.9060.

"Fundamentals of Small Business Management" Training Series

This is the first year that the training series is being offered. The training program is designed to enhance the technical and managerial skills of small business owners. The topics to be discussed are:

07/31	Importance of a Business Plan
08/07	Understanding Financial Statements and Cash Flow Management
08/14	Small Business Tax Concerns
08/21	Marketing vs. Advertising
08/28	Developing Proposals / Contracting
09/04	Project Management
09/11	Strategic Planning / Strategic Alliances
09/18	How to do Business Panel Discussion / Graduation / Networking

Individuals that complete at least six of the sessions will receive a certificate of completion. To register, call the Affirmative Action and Contract Compliance Division at 713.837.9043 or fill out the enclosed form and fax it to the Affirmative Action Division at 713.837.9060.

GPC 2003

The Government Procurement Connections 2003 Contracting Fair was held on April 8th and 9th at the George R. Brown Convention Center and by all accounts it was a tremendous success. The attendance was in excess of 2,000 business owners from all facets of industries, as well as representatives from the local, state and federal government, and private entities. John J. de León, Director of the Affirmative Action and Contract Compliance Division, conducted the Opening Ceremonies and welcomed all the exhibitors and guests.

The luncheon guest speaker this year was George Fraser, who is the author of two books including the critically acclaimed bestseller, *Success Runs In Our Race: The Complete Guide to Effective Networking in the African American Community*. His speech/talk was very informative, entertaining and uplifting; filled with real life experiences. Fraser was named by UPSCALE magazine as one of the top 50 power brokers in Black America. Black Enterprise Magazine named him "Black America's #1 networker," Stephen Covey called Fraser a "masterful teacher," and many have called him a new voice for African Americans.

Awards were given in the following categories: **City of Houston Affirmative Action and Contract Compliance Award Recipients** were: Outstanding City Department: Public Works and Engineering; Outstanding Prime Contractors: Purchasing: Aramark; Professional Services: Pierce, Goodwin, Alexander, and Linville, Inc.; Construction: Conrad Construction; Outstanding M/W/DBE Firm: Purchasing: Cole Chemical & Distributing, Inc.; Professional Services: John S. Chase, Architect, Inc. and Grijalva and Allen, P.C.; Construction: Aus - Tex Electric, Inc.; and Community Service Award: Mayor Lee P. Brown and the Port of Houston Authority

Metropolitan Transit Authority Award Recipients were: Small Business Job Order Contract (JOC) Partnership Award: Kellogg-Brown & Root (KBR); Job Order Contract (JOC) Small Business Development Award: Vincent Construction; Small Business Outstanding Service Award: Quest Testing & Development; and 2003 Strategic Partnership Award: Thomas C. Lambert, Vice President & Chief of Police, Traffic Management & Police Operations - METRO.

Port Of Houston Authority Award Recipients were: Outstanding Small Business-Prime Contractor: Construction: Forde Construction - James Diaz & Stan Forde; Professional Services: W. J. Alexander & Associates - Willie Alexander and Gilbreath Communications, Inc.- Audrey Gilbreath; General/Other Goods & Services: David Bray Photography - David Bray and Tejas Office Products, Inc. - Lupe Fraga.

NASA Johnson Space Center Award Recipients were: JSC Subcontractors of the Year 2003: Efficiency Quotient, Inc. - Jill Diniz, Owner; Production Components - Bob Billups, Owner; Aero Tech Precision Manufacturing, Inc.; Cimarron - Rosalind Doyle, Chief Executive Officer; Liberated Staffing Services, Inc. - Linda Cook, President and Owner; JSC Small Business Team Lead of the Year 2003: Delene Sedillo; and JSC Small Business Contracting Officer of the Year 2003: Steve Janney.

Immigrant and Refugee Affairs Town Hall Meeting and Conference

On June 3rd and 5th, the Mayor's Office of Immigrant and Refugee Affairs (MOIRA), which is a part of the Affirmative Action and Contract Compliance Office, in collaboration with Associated Catholic Charities, held it's first Town Hall Meeting and Conference.

This event was a year in the making and took the participation of many volunteers that graciously spent hours in the planning process helping to seek funding, to do outreach with the media and the community at large, to verify and lay-out the Summer 2003 Community Resource Guide, and to sort and put together the Conference Resource Binder. The Summer 2003 Community Resource Guide includes a letter from the Mayor and a table of contents in seven languages (English, Spanish, Chinese, Vietnamese, Urdu, Swahili, and Korean).

The community turnout was the biggest ever for a Town Hall Meeting with the Mayor. About 500 people participated in the audience including 42 exhibitors that included City departments, federal agencies, and community organizations. One hundred twenty questions were directed to the Mayor from immigrants and refugees regarding immigration issues, city services, education, health care, and the status of the Mayor's Office of Immigrant and Refugee Affairs.

The Conference had the participation of about 250 people representing mainly service providers. Those attending the conference had the opportunity to hear from speakers representing the Bureau of Citizenship and Immigration Services, the Harris County Hospital District, the U.S. Department of Labor, the Equal Employment Opportunity Commission, the U.S. Department of Housing & Urban Development, the Houston Independent School District, the Houston Police Department, Municipal Courts, and many other service agencies & organizations. Many people that attended the conference expressed their appreciation for the event and look forward to attending next year.

Copies of the Summer 2003 Community Resource Guide are still available. Please contact the office at 713.437.6968 for a copy.

Special Thanks

Special thanks to Benito Juarez and Debbie Chen of the Affirmative Action and Contract Compliance Division for helping to make the Immigrant and Refugee Affairs Town Hall Meeting and Conference a success.

SBA's New Online Virtual Classroom for Small Business Owners

The Small Business Administration (SBA) has joined the ranks of many colleges and other institutions and now offers, online, a Virtual Classroom for small business owners and aspiring entrepreneurs.

In April 2003, through its E-Business Institute website, the SBA revamped some of its programs to include providing small business owners access to an online virtual classroom environment that offers business courses, workshops, information resources, learning tools, counseling assistance, and tutorials.

The online core curriculum is designed to make available a variety of business training and counseling tools that will assist entrepreneurs with business concerns ranging from start-ups to developing marketing strategies for effective employment management. Many of the courses include audio sound bytes, quizzes and resources on entrepreneurship. The SBA business management resources are available anytime and from anywhere. The courses may be accessed at www.sba.gov/training.

Hector V. Barreto, the SBA Administrator, projects that the online educational programs will continue to grow and expand. He further states that the SBA is committed to offering the very best in its instructional curriculum to small business owners.

For more information about SBA's online virtual classroom you may call the SBA Answer Desk at 1.800.U ASK SBA or TTY at 704.344.6640.

Summer Interns Making A Difference

This summer, eight interns worked on a variety of projects in the Affirmative Action and Contract Compliance Division. The summer interns were: Tamika Arrington, Jonique Brooks, Justin Brown, LaKeila Davis, Matthew Fuentez, Arron Jones, Jessell Turner, and Alfredo Vasquez.

During June and July, the summer interns worked on several administrative tasks, which included: filing in our records room; archiving records; and assisting contract compliance officers with monitoring contract compliance files. One of the summer interns contributed his writing skills to this edition of the newsletter.

Additionally, the interns had the opportunity to participate in a number of training classes offered by the Affirmative Action and Contract Compliance staff, which included: "EEO Overview"; "Understanding Diversity: A Tool to Improve Job Performance"; "Removing Barriers and Providing Customer Service to People with Disabilities"; "Conflict Resolution"; "Telephone Etiquette"; and "Upward Mobility."

"The interns have been a great help to me in such a short period of time. I have been able to accomplish many tasks that are required from me. They are very knowledgeable, dependable, and responsible. We are very fortunate to have had the opportunity to have them here in Affirmative Action," said Zonia Davila, Contract Compliance Officer.

OSHA 30-Hour Course Postponed

The OSHA 30-hour Course announced in our April edition of *The Source* has been postponed. The course, presented by the Turner Construction Company, the City of Houston, and Liberty Mutual Insurance, will begin again in the fall. If you need any additional information or have any questions regarding this program, please contact Juan Padilla at 713.837.9043.

Check out our Web Site

Recently our web site was updated to include several publications that are compiled by the Affirmative Action and Contract Compliance Office. By going to www.ci.houston.tx.us/citygovt/mayor/aacc/publications.htm you can find current editions of *The Source*, the *City Contracting Guide* and the *Sources of Assistance*.

The Source is a quarterly newsletter that provides news for small, minority, women, and disadvantaged business enterprises. Upcoming seminars and a registration form appear in each edition of the newsletter.

The *City Contracting Guide* is a 40-page document that provides information about how to do business with the City of Houston as well as departmental contacts.

The *Sources of Assistance* is an 18-page document that provides contact information on areas of interest to business owners such as certification programs, business resources, and financial resources.

Our certification application and several forms are also available online at www.ci.houston.tx.us/forms/. If you have questions regarding these publications, applications, or forms, please call 713.837.9000.

Spotlighting...

The Port of Houston Authority

Recognizing that a vibrant entrepreneurial spirit is vital for a strong economy and leadership in global trade, the Port of Houston Authority implemented a special program for small business development. This program supports the Port Authority's policies and procedures by promoting diversity and equal opportunity for procurement and contract business.

The Small Business Development Program helps port contractors make good faith efforts to include small business participation in all eligible contracts that provide goods and services to the port. Most contracts valued at more than \$25,000 are considered eligible.

This program has a goal of 35 percent participation in qualified contracts for small businesses. On its first anniversary, the SBDP achieved that lofty goal by registering nearly 500 local small businesses.

"Since July 2002, the Port of Houston has awarded contracts in excess of \$6 million to small businesses," said Jim Edmonds, chairman of the port commission. "Awarding such a substantial portion of our business did not happen by accident. The Small Business Development Program employs several strategies to assure that port contracts are awarded to local businesses."

For instance, the small business development staff provides workshops and training sessions that address bidding and proposal process problems frequently encountered while doing business with the port. The port has reduced contract size, when feasible, to allow small businesses a better opportunity to compete.

Additionally, the port staff seeks out small business opportunities, and the Port of Houston is committed to the success of small businesses.

"The Port of Houston is a world-class port, but we could never achieve the global strength and status that we have were it not for a strong regional economy with thriving local businesses," said Cheryl Thompson-Draper, a port commissioner and chairman of the port's SBDP. "As a business owner, I personally understand the utterly frustrating stresses and the unbelievable satisfaction of running your own company."

"I love the thrill and excitement that an entrepreneur experiences. Yet sometimes we need a little help; we need someone to introduce us to new opportunities and to lead us into uncharted waters. The small business sector is an economic engine that's essential to Texas' well being."

To celebrate the program's first anniversary, the small business development department hosted a reception for all of the program's registered companies. About 400 people attended the reception, which was conducted at the Grand Room Downtown. The port's certifying agencies – the City of Houston, the Houston Minority Business Council, the Women's Business Enterprise Alliance and the U.S. Small Business Administration – were honored for their assistance in certifying the port's small businesses.

METRO received a special award of excellence for serving as a mentor to the Port of Houston, providing leadership and guidance during the program's first year.

"We truly are grateful for the dedication and assistance we have received from these agencies," said Gilda Ramirez, the small business development manager. "These five agencies do a lot of hard work for us, and the Port of Houston sincerely appreciates their diligence and efforts toward assuring that small businesses are properly identified. The small business program is one way in which the Port of Houston has a positive impact on the local economy."



Pictured above left to right: Maurice Davis, Gilda Ramirez, Nola Sears, and Terri Hall.

The Port of Houston Authority continued

To participate in the Port of Houston Authority's SBDP, a company must submit an application and vendor information form. The application must include a copy of the company's small business certification.

More information and a vendor registration application are available under the business development section of www.portofhouston.com.

In an effort to more effectively promote trade in Houston's economy, the Port of Houston Authority always considers innovative ways to improve its buyer-vendor relationship.

To meet that customer service goal, the port has launched the Vendor Information System. The VIS is a web-based supplier management system that will have future e-procurement capability. Upon registering on the site, vendors will have access to a variety of functionality to enhance their working relationship with the port:

- On-line registration with self-administered user ID and password
- Ability to control vendor profile
- Receipt of e-mail and/or fax notifications for procurement opportunities
- Web-based vendor directory
- Access to provide company information; such as company logo, brochures and small business certifications

To become listed as a Port of Houston Authority bidder please follow these instructions:

1. Go to the web site, www.portofhouston.com
2. Click the Business Development link
3. Click the Vendor Registration link
4. Follow the on-screen instructions
5. Fill out the vendor information form to receive your User ID and password. Vendors who have previously completed this form will need to update their information and receive a new password for this system.

Upon completing the online registration, vendors receive e-mail confirmation of their participation. Upcoming enhancements will allow bidders to view, download and/or respond to procurement opportunities through the VIS.

The Port of Houston Authority appreciates all of its vendors and hopes that this new system will enhance their business practices.



The City of Houston was recently honored, along with the Houston Minority Business Council, the Women's Business Enterprise Alliance, and the U.S. Small Business Administration, for their assistance in certifying the Port of Houston Authority's small businesses. Sheree D. McCarty (center), an Administrative Specialist in the Mayor's Office of Affirmative Action and Contract Compliance, accepted the award for the City.

The Source for S/M/W/DBE News is published by the Mayor's Office of Affirmative Action and Contract Compliance

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In Case You Missed It ...

April
How To Do Business with the City of Houston – In this seminar, participants learned the ins and outs of doing business with the City of Houston including information on bids & proposals for purchasing, professional, construction, and engineering services. The presenter was Ray DuRousseau from the City's Finance and Administration Department's Strategic Purchasing Division.

May
Successful Bid & Bid Packaging – Participants explored the components of a bid package for the City of Houston and discovered how to successfully prepare a City bid. The presenter was Ray DuRousseau from the Strategic Purchasing Division of the City's Finance and Administration Department.

June
The Basics of Grant Writing – On June 18, 2003, participants learned the basics of grant planning, research, and writing. The presenter was Thelma Thomas from the City's Department of Health and Human Services.

BUSINESS.WEB.CORNER

http://www.sba.gov/advo/laws/law_regalerts.html

This web site is a new device for small business owners to use to help them navigate the regulatory process. Browsers of this site have access to Advocacy staff and proposed regulations.

<http://www.smallbusiness.com>

This web site provides a place where small business owners can exchange business ideas.

<http://www.BankRate.com> (Click small biz tab)

This web site offers access to articles on a variety of topics including taxes and business operations.

KUDOS

The Affirmative Action and Contract Compliance Division is proud to recognize the achievements of firms certified with the City of Houston's M/W/DBE and PDBE programs. The Houston Business Journal recognized the following businesses:

Largest Houston Area Minority-Owned Telephone Equipment and Systems Companies:
(Week of May 23-29, 2003)

Automated Voice & Data Solutions (14th)

Largest Houston Area Minority-Owned Advertising Agencies:
(Week of May 9-15, 2003)

Lopez Negrete Communications Inc. (5th)
Love Advertising Inc. (7th)
Quest Business Agency (8th)
Boone DeLeon Communications Inc. (21st)

City of Houston

611 Walker, 20th floor, Houston, Texas 77002 713.837.9000
Affirmative Action and Contract Compliance Division
John J. de León, Director

UPCOMING SEMINARS

Fundamentals of Small Business Management training series

July 31, August 7, 14, 21, 28,
September 4, 11, and 18, 2003
5:30 p.m. to 7:30 p.m. (first seven sessions)
5:30 p.m. to 8:30 p.m. (final session)
KBR Facility
4100 Clinton Drive, Bldg. 4, Room A
Houston, TX 77020

This training program is designed to enhance the technical and managerial skills of small business owners. Topics to be discussed during the eight session series include: the importance of a business plan; understanding financial statements and cash flow management; small business tax concerns; marketing vs. advertising; developing proposals; contracting; project management; and strategic planning / strategic alliances.

Sales Enhancement Work Sessions training program

July 25, August 8, and September 22, 2003
9:30 a.m. to 1:00 p.m.
Julia Ideson Library
Reception Court, 3rd floor
500 McKinney
Houston TX 77002

This training program will focus on developing skills for enhancing the sales of small businesses. Session 1 topics: Prospecting in the Gold Mine; Best Customer Profile; and Managing a Sales Funnel. Session 2 topics: The 30 Second Commercial; Questioning Techniques and Planning the Call; and Listening Skills that Win. Session 3 topics: Understanding the Sales Cycle; Responding to the Buyer's Prime Motivation; Presenting to the Decision Maker's Decision Making Style; and Professionally Closing Sales.

How to do Business with the City

August 5, 2003 & September 9, 2003
10:00 a.m. to 11:30 a.m.
Carnegie Branch Library
1050 Quitman
Houston, TX 77009

Learn the ins and outs of doing business with the City of Houston including information on bids & proposals for purchasing, professional, construction, and engineering services.

Successful Bid and Bid Packaging

August 12, 2003
10:00 a.m. to 11:30 a.m.
Carnegie Branch Library
1050 Quitman
Houston, TX 77009

Explore the components of a bid package for the City of Houston and discover how to successfully prepare your City bid.

The Basics of Grant Writing

September 10, 2003
10:00 a.m. to 12:00 noon
Julia Ideson Library
Reception Court, 3rd floor
500 McKinney
Houston, TX 77002

Learn the basics of grant planning, research, and writing.

Contract Compliance Workshop

September 24, 2003
9:00 a.m. to 12:00 noon
611 Walker, 20th floor
Houston, TX 77002

Gain valuable knowledge about certified payrolls, overtime/fringe benefits, M/W/DBE compliance, related forms, and payroll exercises. The prevailing wage rates on building construction projects will also be discussed.

FAX this response form to 713.837.9060 to reserve your seat today!

Yes, I will attend the following events:

- ☐ Fundamentals of Small Business Management
☐ Sales Enhancement Work Sessions
☐ How to do Business with the COH (Date ____/____/2003)
☐ Successful Bid and Bid Packaging
☐ The Basics of Grant Writing
☐ Contract Compliance Workshop

Name _____

Company _____

Address _____

City/State/Zip _____

Phone _____

E-mail Address _____

Call 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1) for more information or if you are a person with a disability and need a reasonable accommodation. We cannot ensure the availability of appropriate accommodation without prior notification.